

DEPARTMENT OF DEFENSE



MILITARY POST **OFFICE** MAIL D1ST1BUTION SCHEME **(MPOMDS)**

April 1990

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(PRODUCTION AND LOGISTICS)

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PRODUCTION AND
LOGISTICS

FOREWORD

This updated list is reissued under the authority of DoD Directive **4525.6**, "Single Manager for Military Postal Service, " May **5, 1980**. Its purpose is to list military post office numbers and their locations for DoD use in addressing and routing mail. It also supplies a list of military units and other organizations authorized to use the military postal system for directing mail. The term "Military Post Office (MPO) refers to all post offices operated by the Military Departments. The terms "Army/Air Force Post Office (APO) " and "Fleet Post Office (FPO) " shall be used in addressing mail .

DoD 4525.6-L-2, "Military Post Office Mail Distribution Scheme (MPOMDS), " May **1984**, is hereby cancelled.

This list is effective immediately and mandatory use applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), the Joint Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as DoD Components) .

Recommended changes to the List should be forwarded through channels to Headquarters, Military Postal Service Agency, ATTN: MPSA-OP, Alexandria, VA **22331-0006**.

DoD Components may obtain copies of this List through their own publications channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Records responsibility for this publication is assigned to the Adjutant General's Office, Department of the Army. This responsibility includes the retirement of records.

A handwritten signature in cursive script, reading "Diane K. Morales".

Diane K. Morales
Deputy Assistant Secretary
(Logistics)

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GENERAL INFORMATION

100. PURPOSE - This List provides information on routing incorrectly or incompletely addressed mail, on the activities authorized use of the Military Postal System, and on units being served by an MPO.

101. RESPONSIBILITIES

1. The Director of the Military Postal Service Agency shall publish and maintain the MPOMDS consistent with DoD 5025.1-M, "DoD Directives System Procedures," April 1981. The MPOMDS shall be published periodically, as required. It shall be amended in accordance with DoD 5025.1-M and distributed to ensure expeditious routing of the mail.

2. Major overseas commanders shall ensure:

a. That information on units or activities within the command is correct and complete.

b. That all change information is submitted in a timely manner.

3. Each official in charge of a postal activity shall:

a. Verify that each unit or activity served by the post office is listed in the MPOMDS and that no unit or activity is incorrectly listed as being served by the postal activity.

b. Verify page changes upon receipt in accordance with the above.

c. Notify promptly command headquarters of scheme change requirements (gains and losses).

d. Underline in blue those units or activities listed in the MPOMDS that are served by the postal activity.

102. SCHEME CHANGES

1. The following units or organizations are authorized to submit post office change information directly to HEADQUARTERS, EXECUTIVE DIRECTOR MILITARY POSTAL SERVICE AGENCY (MPSA-OP), ALEXANDRIA, VA 22331-0006. All others shall submit changes through command channels.

Commander, U.S. Army Japan

Commander, U.S. Army Western Command

Commander, 1st Personnel Command

Commander, 8th Personnel Command

Commander, 4400th Air Postal Squadron

Commander, 4401th Air Postal Squadron

Commander, 6005th Air Postal Squadron

Commander, 7025th Air Postal Squadron

Headquarters, Alaskan Air Command (Director of Administration)

Headquarters, Space Command (Director of Administration)

2. Change information shall be transmitted by the most expeditious means available. Electronically transmitted messages shall be addressed CDR MIL PSTL SVC AGCY ALEX VA//MPSA-OP//. Letters shall be addressed to Headquarters, Executive Director, Military Postal Service Agency (MPSA-OP), Alexandria, VA 22331-0006. Documents used to transmit change information shall be numbered consecutively as of January 1 each year. The number shall be included in the subject line.

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3. The serving Military Mail Terminal (MMT) shall be an information addressee on all changes submitted to MPSA. All Army and Air Force commands shall include their respective finance centers. Other information addressees may be required by the major overseas commander.

4. When submitting changes, the following procedures apply:

a. Additions, deletions, corrections, and redesignations. (See page ix for format and sample entries.)

b. Each activity not clearly military for which a scheme change is submitted shall be accompanied by documentation authorizing the use of the MPS and identifying the extent to which the authorization is applicable.

c. No activity may use unauthorized abbreviations to identify units or activities in the MPOMDS.

d. Changes that delete a unit or activity from the MPOMDS shall specify the future disposition of the mail addressed to that unit or activity.

5. "RETURN TO SENDER" instructions may not be directed within 6 months of deleting a unit from the MPOMDS. Mail may not be returned to the serving MMT by the MPO of address, but shall be delivered, forwarded, or returned to the sender.

103. ACRONYMS AND ABBREVIATIONS

| | | |
|-----|----------|--|
| 1. | A: | Army |
| 2. | AAFES : | Army & Air Force Exchange Service |
| 3. | AB: | Air Bases |
| 4. | ACCT : | Account |
| 5. | ACFT : | Aircraft |
| 6. | ACTY : | Activity |
| 7. | AD: | Armed Division |
| 8. | AERO : | Aerospace |
| 9. | AF: | Air Force |
| 10. | AFCMC : | Air Force Contract Maintenance Center |
| 11. | AFCOMS : | Air Force Commissary Service |
| 12. | AFEBS : | Air Force European Broadcasting Squadron |
| 13. | AFKN : | American Forces Network Korea |
| 14. | AFs : | Air Force Station |
| 15. | AG : | Adjutant General |
| 16. | AGCY : | Agency |
| 17. | AFLC : | Air Force Logistics Command |
| 18. | ALFT : | Airlift |
| 19. | AMT : | Aerial Mail Terminal |
| 20. | APO : | Army or Air Force Post Office |
| 21. | ARc : | American Red Cross |
| 22. | ARMD: | Armored |
| 23. | ARFCOS : | Armed Forces Courier Service |
| 24. | ARTY : | Artillery |
| 25. | ASA : | Army Security Agency |
| 26. | ASSOC : | Association |
| 27. | ASST : | Assistant |
| 28. | AUG : | Augmentation |
| 29. | AVN : | Aviation |
| 30. | BDE : | Brigade |
| 31. | BN : | Battalion |
| 32. | BR : | Branch |
| 33. | BTRY : | Battery |
| 34. | c: | Contingency, MPO |
| 35. | CAV : | Cavalry |
| 36. | CBT : | Combat |
| 37. | CDR : | Commander |
| 38. | CG : | Coast Guard |
| 39. | CHEM : | Chemical |
| 40. | CID: | Criminal Investigation Detachment |
| 41. | CMD: | Command |
| 42. | co: | Company |
| 43. | COMM : | Communication |
| 44. | COMP : | Comptroller |
| 45. | CON : | Consolidated |
| 46. | CPO : | Civilian Personnel Office |
| 47. | CP : | Camp |
| 48. | CSA: | Chief School Administrator |
| 49. | CSC : | "Combat Support Company |
| 50. | CT: | USPS Contract Office (No Military Service Control) |
| 51. | CTR : | Center |
| 52. | DEF : | Defense |

| | | |
|------|----------|--|
| 53. | DET : | Detachment |
| 54. | DMA : | Defense Mapping Agency |
| 55. | DISP: | Dispensary |
| 56. | DIV : | Division |
| 57. | DOD : | Department of Defense |
| 58. | DODDS : | Department of Defense Dependent Schools |
| 59. | DOM : | Disposition of Mail |
| 60. | ENGR : | Engineer |
| 61. | EQUIP : | Equipment |
| 62. | ES: | Elementary School |
| 63. | ESID: | Electronics System Information Division |
| 64. | EUR : | Europe |
| 65. | FAA : | Federal Aviation Administration |
| 66. | FAC : | Facility |
| 67. | FBIS: | Foreign Broadcasting Information Service |
| 68. | FCU : | Field Communication Unit |
| 69. | FIN : | Finance |
| 70. | FLD : | Field |
| 71. | FMC : | Fleet Mail Center |
| 72. | FPO : | Fleet Post Office (Navy, MC and Coast Guard) |
| 73. | FTR : | Fighter |
| 74. | GEN : | General |
| 75. | GP : | Group |
| 76. | HOSP : | Hospital |
| 77. | HQ | Headquarters |
| 78. | HS : | High School |
| 79. | IEO : | International Exchange Office |
| 80. | INF : | Infantry |
| 81. | INTL : | International |
| 82. | JHs : | Junior High School |
| 83. | JMPA : | Joint Military Postal Activity |
| 84. | JUMPS : | Joint Uniform Military Pay System |
| 85. | JUSMAG : | Joint US Military Asst & Advisor GP |
| 86. | LN: | Liaison |
| 87. | LOG : | Logistics |
| 88. | MAAG : | Military Asst & Advisory GP |
| 89. | MAINT : | Maintenance |
| 90. | MAo : | Mailing Address Only |
| 91. | MC: | Marine Corps |
| 92. | MED: | Medical |
| 93. | MEDDAC : | Medical Department Activity |
| 94. | MSG : | Message |
| 95. | MS: | Middle School |
| 96. | MSD : | Mail Distribution Scheme |
| 97. | MGMT : | Management |
| 98. | MI: | Military Intelligence |
| 99. | MIL: | Military |
| 100. | MIA : | Miami |
| 101. | MMT : | Military Mail Terminal |
| 102. | M P O | Military Post Office |
| 103. | MPSA : | Military Postal Service Agency |
| 104. | MSC : | Military Sealift Command |
| 105. | MSL : | Missile |
| 106. | m : | Movement |

| | | |
|------|----------|--|
| 107. | N: | Navy |
| 108. | NATL : | National |
| 109. | NY: | New York |
| 110. | OBO : | Official Business Only |
| 111. | OFC : | Office |
| 112. | OL : | Operating Location |
| 113. | OMO : | Official Mail Only |
| 114. | OPN : | Operation |
| 115. | ORD : | Ordinance |
| 116. | OSD : | Office of the Secretary of Defense |
| 117. | OSI : | Office of Special Investigation |
| 118. | PERS : | Personnel |
| 119. | PLT : | Platoon |
| 120. | RAF: | Royal Air Force |
| 121. | RECON : | Reconnaissance |
| 122. | RED TO: | Redesignated to |
| 123. | REG : | Regulating |
| 124. | REGT : | Regiment |
| 125. | REP : | Representative |
| 126. | Res : | Resident |
| 127. | RTS : | Return to Sender |
| 128. | SCRD : | Southern Command Research and Analysis Directorate |
| 129. | SCTY : | Security |
| 130. | SEA : | Seattle |
| 131. | SIG: | Signal |
| 132. | SF: | San Francisco |
| 133. | SPT : | Support |
| 134. | SQD : | Squad |
| 135. | SQDN : | Squadron |
| 136. | Ss : | Strategic Squadron |
| 137. | STA : | Station |
| 138. | STG : | Special Training School |
| 139. | SUB : | Submarine; Substitute |
| 140. | SUP : | supply |
| 141. | SVC : | Service |
| 142. | TAC : | Tactical |
| 143. | TM: | Team |
| 144. | TML: | Terminal |
| 145. | TRANS : | Transportation |
| 146. | TRP : | Troop |
| 147. | UN: | United Nations |
| 148. | us: | United States |
| 149. | USAFAA : | USAF Audit Agency |
| 150. | USAISC : | USA Information Systems Command |
| 151. | USDAO : | US Defense Attache Office |
| 152. | Uso : | United Service Organization |
| 153. | USPS : | United States Postal Service |
| 154. | VA: | Virginia |
| 155. | VET : | Veterinary |

104. SYMBOLS

+ Change from the previous entry in the scheme.

* New Entry.

** Entitlement to privileges is limited to the receipt and dispatch of letter mail in the form of personal or business correspondence on behalf of the agency and its U.S. citizen employees.

OBO Entitlement to MPO privileges is limited to the receipt and dispatch of OBO mail; that is a U.S. commercial enterprise in connection with its mission on behalf of the military.

@ Entitlement to MPO privileges is limited to receipt and dispatch of letter mail, exposed film, voice recorded tapes in the form of personal correspondence, and purchase of postage stamps.

For personal mail only.

105. GATEWAYS

The first two digits of the ZIP code indicate the gateway of delivery. The military abbreviation determines APO (A-Army/AF-Air Force) or FPO (N-Navy/MC-Marine Corps/CG-Coast Guard).

1. 09XXX New York
2. 34XXX Miami
3. 96XXX San Francisco
4. 98XXX Seattle

106. DISTRIBUTION OF MPOMDS

Sufficient copies of the MPOMDS shall be provided to the major units or organizations (see distribution) for distribution to subordinate elements, as required. Those units or organizations shall provide information to MPSA-OP as to the number of copies required.

FORMAT AND SAMPLE ENTRIES

01 01

RR

RR

FROM : APPROPRIATE COMMAND
 TO: CDR MIL POSTAL SVC AGCY ALEXANDRIA VA/ /MPSA-OP//
 INFO : APPROPRIATE JMPA (NY, SF, SEA, MIA)
 APPROPRIATE FINANCE CENTER (ARMY/AIR FORCE ONLY)

UNCLAS

SUBJECT : MPOMDS CHANGE NO

ADDITIONS :

| MPOMDS PAGE NO | ACTIVITY | NINE-DIGIT ZIP CODE |
|----------------|---------------------|---------------------|
| x | AFEBS , DET 7, OL B | XXXXX-XXXX |
| xx | HQ PACAF , OL AA | XXXXX-XXXX |
| xxx | HQ USAF COMS EUR | XXXXX-XXXX |

DELETIONS :

| MPOMDS PAGE NO | ACTIVITY/APO XXXXX-XXXX | DISPOSITION OF MAIL |
|----------------|-----------------------------|--------------------------|
| XX | AFEBS , OL C/APO XXXXX-XXXX | PERS/OFF : RTS |
| XX | 7025 AIRPS , DET 8 | PERSONAL : RTS |
| | APO XXXXX-XXXX | OFFICIAL: APO XXXXX-XxXx |

CORRECTIONS :

| MPOMDS PAGE NO | ACTIVITY/APO XXXXX-XXXX | CHANGE TO READ |
|----------------|-----------------------------------|------------------------|
| xx | BARRACKS-FAIRCHILD/APO XXXXX-XXXX | BARRACKS-WILSON/APO NO |
| XXX | 4400 AIRPS , OL AD | 4400 AIRPS , OL AD |
| | APO 34001-5000 | APO 34001-0006 |

REDESIGNATION :

| MPOMDS PAGE NO | ACTIVITY/APO XXXXX-XXXX | NEW DESIGNATION/APO XXXXX-XXXX |
|----------------|------------------------------|--------------------------------|
| XX | USA LEGAL SVC | D. MICKLE LEGAL SVC AGCY |
| | APO XXXXX-XXXX | APO XXXXX-XXXX |
| XXX | 503 AVN, CO C/APO XXXXX-XXXX | 308 AVN CO/APO XXXXX-XXXX |

RESTRICTIONS:

Any restrictions applicable to the unit or activity being reported shall be **reflected by the** appropriate symbol (See Section E).